



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
Office of Housing Counseling  
451 7<sup>th</sup> St., SW, Room 9224  
Washington, D. C. 20410

**CHARTER**  
**Housing Counseling Federal Advisory Committee**  
*A Federal Advisory Committee*

**I. Official Designation**

The federal advisory committee established by this Charter shall be known as the Housing Counseling Federal Advisory Committee (hereinafter the "Committee").

**II. Authority**

The authority for the establishment and management of the Committee is Section 4 of the Department of Housing and Urban Development Act, 42 U.S.C. § 3533(g) (2012) (the HUD Act), as amended by the Expand and Preserve Homeownership Through Counseling Act, Pub.L. No. 111-203, §1442(g) (4), 124 STAT. 1376, 2164 (2010) and the Federal Advisory Committee Act (FACA) of 1972, as amended, 5 U.S.C. App. 2 (2012).

**III. Objectives and Scope**

The mission of the Office of Housing Counseling (OHC) is to provide individuals and families with the knowledge they need to obtain, sustain, and improve their housing. OHC will accomplish this mission by supporting a strong national network of HUD-approved housing counseling agencies and counselors. The objective of the Committee is to provide advice regarding the carrying out of the functions of the Office of Housing Counseling established pursuant to the authority of Section 4(g) of the HUD Act, except that the Committee shall have no role in reviewing or awarding of housing counseling grants and procurement. To ensure input from stakeholders and other entities the Committee will not be the sole source of advice to the Office of Housing Counseling.

**IV. Duties**

The duties of the Committee are specified in Section 1442 (g) (3) of the Expand and Preserve Homeownership Through Counseling Act. The work of the Committee shall be solely advisory and shall have no role in reviewing or awarding of housing counseling grants or federal procurement sponsored by the Office of Housing Counseling.

**V. The Agency or Official to Whom the Committee Reports**

The Committee shall provide advice and report to the U.S. Department of Housing and Urban Development's Deputy Assistant Secretary for the Office of Housing Counseling.

**VI. Support to Committee**

Support shall be provided by HUD through the Office of Housing Counseling.

## **VII. Estimated Annual Costs**

The estimated annual cost including full-time equivalent (FTE) positions will be established each year to support the operation of the Committee.

## **VIII. Decision Maker**

The Decision Maker (DM) is the person with the authority to make decisions relative to the implementation of the Committee's recommendations. The DM will be the Deputy Assistant Secretary for the Office of Housing Counseling.

## **IX. Designated Federal Officer**

Designated Federal Officer (DFO) and no less than one alternate will be an employee of the Office of Housing Counseling as appointed by the Deputy Assistant Secretary for the Office of Housing Counseling. The DFO serves as the government's agent for all matters related to the Committee's activities. The DFO will: (1) approve or call the meeting of the Committee; (2) approve agendas; (3) attend all meetings; (4) adjourn the meetings when such adjournment is in the public interest; and (5) chair meetings of the Committee, when so directed by the Deputy Assistant Secretary for the Office of Housing Counseling, or designee.

## **X. Meetings**

The estimated number of meetings anticipated within a fiscal year is two (2) times and at other intervals as needed to render advice to the Office of Housing Counseling. The meetings will be held in person, voice, or electronically. Notices specific to each meeting will be published at least fifteen (15) business days in advance in the Federal register. Unless otherwise determined in advance, all meetings of the HCFAC will be open to the public. Meetings of the HCFAC will be closed only in limited circumstances and in accordance with applicable law.

## **XI. Duration**

Continuing.

## **XII. Termination**

The Committee will terminate three years from the date the Charter is filed, or until its purpose is achieved, unless prior to that date it is renewed in accordance with the provisions of Section 14 of the Federal Advisory Committee Act.

## **XIII. Membership and Designation**

The Committee shall be composed of not more than twelve (12) individuals, as the Secretary may appoint. Membership of the committee shall equally represent the mortgage and real estate

industry, including consumers and housing counseling agencies approved by the Secretary. HCFAC's membership will be fairly balanced to include a broad representation of geographic areas within the U.S. with equitable representation of sexes, ethnic and racial minorities and persons with disabilities. Committee members must be U.S. citizens and cannot be full-time employees of the federal government. Committee members should have no outstanding unpaid government loans, sanctions, foreclosures, inappropriate transfers of real property, business relationships, etc. Any information related to the screening will be kept confidential. Committee members should not be subject to any unresolved Office of Inspector General (OIG) findings. No person who is a federally-registered lobbyist may serve on the Committee. Membership on the Committee is personal to the appointee.

The members first appointed to the Committee shall be designated by the Secretary to serve terms as follows: four shall be appointed for a term of 1 year, four shall be appointed for a term of two years and four shall be appointed for a term of three years, but if less than twelve individuals are initially appointed then terms shall be assigned in a manner as to achieve the greatest possible equality of member rotation.

Thereafter, each member of the Committee shall be appointed for a term of three years. Members may be reappointed at the discretion of the Secretary.

#### **XIV. Subcommittees**

The Secretary of the Housing and Urban Development, or the Secretary's designee, shall have exclusive authority to create and disband subcommittees. Subcommittees may report only to the Committee established by this Charter, and may not provide advice or work products directly to the agency.

#### **XV. Recordkeeping**

The records of the Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552 (2012).

#### **XVI. Date of Filing**

U.S. Senate Committee on Banking, Housing and Urban Affairs, March 12, 2014

U.S. House Committee on Financial Services, March 12, 2014

Library of Congress, April 2, 2014

Secretary, U.S. Department of Housing and Urban Development, March 12, 2014

